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MEMORANDUM FOR: Acting Executive Officer, DDA

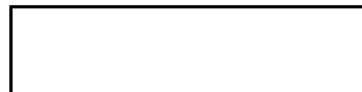
SUBJECT: Briefing Program for New Policy Executives

REFERENCE: Your memo, dtd. 19 June 75, Same Subject  
(DDA 75-2890)

1. In referenced memorandum you asked my opinion about the extent to which this Agency will need to participate in the briefing program described in James Lynn's letter of 6 June. The answer, I believe, depends upon the interpretation one places on the word "policy" in the title of the new briefing program. I assume only the DCI and the DDCI qualify as "policy executives" as implicitly defined in Lynn's letter, but clearly other senior executives of CIA would benefit from participation in the program. I suggest that in our answer we express support for the program and a desire to have senior careerists included on a space-available basis.

2. Concurrently with your review of the Lynn letter a copy reached the IC Staff, which recommended to the Director that he ask Lynn to include material on intelligence in the briefings provided new policy executives. We have urged that the IC Staff bring their recommendation to you, given the fact that the DDA has the action on the Lynn letter, and by now you perhaps have heard from them.

3. The IC Staff recommendation has been accepted by the Director. This means that the Agency response to Lynn should probably be prepared for the Director's signature. Because of our continuing responsibility for liaison with OMB, I would be grateful if you would see to it that we get a copy of the Agency's response.



JOHN D. IAMS  
Comptroller

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**INTELLIGENCE COMMUNITY STAFF**  
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16 June 1975

NOTE FOR: Dr. Clarke

STAT Re the OMB memorandum of 6 June,  
I have asked [ ] to see if  
MPRRD can obtain a copy of the reading  
materials mentioned in the first  
sentence of Paragraph 3. These  
materials ought to be of some use to  
IC Staff in its preparation of  
documents such as the DCI Perspectives  
and the Annual Intelligence Budget.



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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM					
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<b>OFFICIAL ROUTING SLIP</b>					
TO	NAME AND ADDRESS	DATE	INITIALS		
1	Mr. Ben Evans.		<i>ER</i> <i>rel</i> <i>hwp</i> <i>rel</i> <i>material</i> <i>rel</i>		
2	Executive Secretary Rm. 7D-6019 Hqs.				
3					
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ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
Att: DDA 75-4595					
<b>Remarks:</b> Ben: The June memo on this subject was assigned to DDA for action. The IC Staff, however, had already submitted a reply for Mr. Colby's signature agreeing that we would provide materials relating to intelligence. In our opinion, the IC Staff should take action on this most recent request by naming a representative by 6 October and providing the materials by 17 October 1975.					
FOLD HERE TO RETURN TO SENDER					
		AND PHONE NO.		DATE	
		7D-26 Hqs.		10/2/75	
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YOUR REFERENCE

9/23/75

MEMORANDUM FOR HEADS OF DEPARTMENTS AND AGENCIES

In February, we announced that the White House, the Office of Management and Budget and the Commission were engaged in a joint effort to develop and conduct a Public Service Briefing Program for Policy Executives. The program for new presidential and top non-career executive appointees includes these three sequential elements which address governmentwide policies, priorities, issues and programs:

- pre-entrance orientation based on written materials and documents
- evening meetings for small numbers of new appointees
- two-day briefing seminars for a larger number of appointees.

The fourth element in the program, the intra-agency briefings, concentrates on agency-related matters. While many organizations currently provide special briefings for new policy executives, this is not a universal practice. Consequently, it is our intention to develop and consolidate general guidance which may be tailored to meet specific individual agency needs. In addition, a system is needed to insure inter-agency exchange of information and experience in this briefing process.

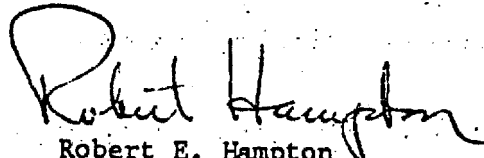
Through the Inter-Agency Advisory Group and its committees on employee development and training, we have been consulting with the Directors of Personnel and of Training on the intra-agency briefing element. We would like to move forward now to make this part of the briefing program fully operational and, therefore, I am asking that you do the following:

- a. designate an official of your agency as the key person to participate in the development of guidelines and act as your liaison to the Commission on this phase of the program
- b. forward to us descriptive materials used in your orientation programs.

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THE MERIT SYSTEM—A GOOD INVESTMENT IN GOOD GOVERNMENT

We would appreciate knowing the name of your agency representative by October 6, and receiving your materials by October 17. Both may be sent to Mr. Wilton H. Dickerson, Director, General Management Training Center, Bureau of Training, U. S. Civil Service Commission, 1900 E Street, NW. Washington, D.C. 20415.

  
Robert E. Hampton  
Chairman

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INTELLIGENCE COMMUNITY STAFF

1 July 1975

Arnie,

 feels that information cited in paragraph 3 of the June 6th Lynn memo could be extremely useful. Could you provide us copies of these materials?

Please let me know if this request poses any difficulties.



INFORMATION